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PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE
120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: M. Rosenberg

DATE: January 29 E 1951

FROM: S. Parrish *SCP*

JAN 31 1951

SUBJECT: R&D Records Administration System Guidelines

Attached is draft language that can be used to circulate approved portions of the R&D manual we discussed earlier this month. It is important that the instructions regarding the attachments are closely followed. If you have any questions on the matter, please phone Clare Purcell on Ext. 4027.

Thanks.

cc: A. DeBaugh
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*4027 804
344-
fax to 8635
Rozell. W. K.
M. Rosenberg 202 429-
2400
PM 85
ut
Hester
Hutkins 8-220-2160
or Return to
me*

Implemented 3/6 phone call M. Rosenberg

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